

**CONFIDENTIAL**

Approved For Release 2006/11/14 :  
Classification 0075.00399P000100090051-2

CONTROL NO.

DDS/oc-008

REPORTS INVENTORY					
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.)					
Top Secret Control Inventory					
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL	
	LOGISTICS	SECURITY		OTHER (specify)	
	MEDICAL	FINANCE		COMMUNICATIONS	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
one	annually			one	
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
computer print-out	YES	IF YES GIVE ADP PROCESSING NO.		OC Order 70.5	
X	NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OC-R&D			none		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
X	X	X	X	X	X
6/10	\$4.56		3 hrs		\$13.68
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					\$13.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.